



## **DHS/DFCS (OFI) – Economic Support Spec 1**

**Job Number:**

**00017117**

**00021145**

**Job Posting:** January 4, 2017

**Closing Date:** February 6, 2017

**Primary Location:** Camden, Glynn

**Number of Openings:** 1

**Job:** DFCS/OFI

**Shift:** Day Job

**SALARY:** Pay Grade: E

**Salary Range:** \$20,472.39 - \$29,246.27

(Salary Commensurate with Experience)

Current Georgia state government employees will be subject to State Personnel Board rule provisions.

The Georgia Division of Family and Children Services (DFCS), a division of the Georgia Department of Human Services, investigates reports of child abuse; finds foster and adoptive homes for abused and neglected children; issues SNAP, Medicaid, TANF and childcare assistance to low-income families; helps out-of-work parents get back on their feet; and provides numerous support services and innovative programs to help families in need.

DFCS is working to implement significant child welfare reform through the Blueprint for Change plan, which is the Division's roadmap to improving the lives of the children and families we serve. It is about strong practice, a committed workforce and the authentic internal and external engagement with our staff and the community. The Blueprint for Change has three pillars:

- Practice Model: Adoption of a practice model that will serve as the foundation to keep kids safe and strengthen families; and inclusion of guiding principles, vision and mission statement.
- Robust Workforce Development: Increased staffing and expertise for Child Welfare and Family Independence; research-based caseload ratios; mentoring for supervisors; improved compensation based on proven competency; and development of a career path.
- Constituent Engagement: Creation of advisory boards at state, regional and local levels; organized "roadshows" to engage the public, local stakeholders and media; and build consensus and collaboration among partners, staff, and stakeholders.

DFCS is seeking candidates for the position of **Economic Support Spec 1** in the Supplemental Nutrition Assistance Program (SNAP), Food and Nutrition Unit. The positions will be located in Camden and Glynn Counties, GA.

## **Job Summary & Responsibilities:**

Under limited supervision, the **Economic Support Specialist 1** will:

- Determines eligibility for Supplemental Nutrition Assistance Programs (SNAP) or Family Medicaid assistance programs.
- Processes applications and/or reviews using appropriate criteria and policies consistently and according to established guidelines.
- Records and evaluates personal and financial data obtained from individuals.
- Keys in a high volume of data using standard office hardware and software.
- Performs other professional responsibilities as assigned.

## **Core Competencies:**

- Excellent oral, written, presentation and interpersonal communication skills.
- Strong proficiency in the use of Microsoft Office Suite and/or standard software applications typically used in a corporate office environment.
- Ability to effectively and accurately enter a high volume of data on a regular basis using standard office technology.

*DHS provides services to ensure the health and welfare of all Georgians. In the event of an emergency, any employee may be required to assist in meeting the emergency responsibilities of the department.*

## **Qualifications:**

- Completion of 90 quarter hours (60 semester credits) from an approved, accredited college or university.

-or-

- H.S. Diploma or GED AND one (1) year of related experience which involved customer contact/interaction as a regular part of the position.

## **Preferred Qualifications**

Preference will be given to candidates who, in addition to meeting the minimum qualifications, demonstrate some or all of the following education/skills/experience:

- Bachelor's degree in a related field from an approved, accredited college AND one (1) year related experience which involved customer contact/interaction as a regular part of the position.

## **Benefits:**

In addition to a competitive salary, DHS offers a generous benefits package, which includes employee retirement plan; paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account. Visit

<http://team.georgia.gov/> for more information.

## **GEORGIA ON MY MIND: *It Doesn't Get Any Better Than This!***

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with the money you make and maintain a higher standard of living.

Within Georgia you will find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia's many scenic backdrops. Georgia is a 57,906 square-mile playground filled with natural beauty and immaculate resources. From the mountains to the coast from ballet to baseball, Georgia offers you a livability and quality of life that can help you achieve your dreams.

### **You're Really Going to Like Glynn County!**

Nestled along the southeastern shore of the Atlantic Ocean, Brunswick and the Golden Isles is comprised of the City of Brunswick, including its Historic District, and a string of barrier islands – Jekyll, St. Simons, Little St. Simons and Sea Island. Each with its own unique identity – quaint historic downtown Brunswick, Jekyll Island's quiet beaches of white sand, the bustling boutiques and savory cafes of St. Simons, the unbothered natural beauty of Little St. Simons, and the classic luxury of Sea Island. Each unique, yet each a part of what makes Brunswick and the Golden Isles one of the best places to call "home" in the nation.

In addition to its natural beauty, the area boasts a diverse economic mix and one of the busiest ports along the eastern seaboard. While the area continues to grow, it manages to retain its historic charm. In addition to the multi-billion dollar visitor industry; the area is also home to one of the most impressive medical hubs in the region, a well-established manufacturing base and a new four-year college. And the arts and recreational opportunities are abundant.

With its magical golden marshes, moss-drenched live oaks, friendly residents and abundant sunshine, Glynn County is a great place to visit and an even better place to live. [www.brunswickgoldenisleschamber.com](http://www.brunswickgoldenisleschamber.com)

### **You're Really Going to Like Camden County**

Camden County is one of the fastest growing coastal counties in Georgia, and remains one of the Georgia's best kept secrets, a place rich in history, natural beauty, and southern hospitality. The Cities of Camden County are: Kingsland, St. Marys, Tarboro, Waverly, White Oak, and Woodbine.

Camden County is also the home of the Naval Submarine Base, Kings Bay, where you will find the Trident Nuclear Submarine. Kings Bay is a city all unto itself and has three branches of service including the Navy, Marines and Coast Guard.

Camden County is also home to Cumberland Island National Seashore. Cumberland Island is Georgia's largest and southernmost barrier island with pristine maritime forests, undeveloped beaches, wide marshes and wild horses. Largely owned by the U.S. Department of the Interior, the island is accessible only by boat or plane. [www.camdenchamber.com](http://www.camdenchamber.com)

## **Criminal Background Checks/Applicant Privacy Rights**

*All applicants may be subject to a drug screen and may be required to submit fingerprints to check for the existence of criminal history information through the Georgia Bureau of Investigation and the Federal Bureau of Investigation. Applicants have the right to challenge the contents of any criminal history record obtained for the purpose of employment with DHS. For an explanation of these rights, please read, "Applicant Privacy Rights" at:*

*[http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related\\_files/document/ApplicantPrivacyRights.pdf](http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/ApplicantPrivacyRights.pdf)*

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. Former DHS employees must be eligible for rehire in order to be considered for the position.*

*This position is subject to close at any time once a satisfactory applicant pool has been identified.*

*The Georgia Department of Human Services (DHS) provides a wide range of human services designed to promote self-sufficiency, safety and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and nearly 9,000 employees. DHS is comprised of three Divisions: the [Division of Aging Services](#), the [Division of Child Support Services](#), and the [Division of Family and Children Services](#).*

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